

U.S. House of Representatives
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

FEB 15 PM 3:07

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House, 135 Cannon House Office Building, within 15 days after travel is completed. Please do not file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Name of Traveler: Elizabeth Bartolomeo
2. a. Name of accompanying relative: _____ or None ☒
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates of departure and return: Departure: 2/3/17 Return: 2/5/17
b. Dates at personal expense (if any): _____ or None ☒
4. Departure city: Washington DC Destination: Baltimore MD Return city: Washington DC
5. Sponsor(s) (who paid for the trip): Progressive Congress
6. Describe meetings and events attended: 2-days of Constructive, informative discussions on the policy priorities for Congressional Progressive Caucus members in 2017
7. Attached to this form are EACH of the following (signify that each item is attached by checking the corresponding box):
 - a. ☒ a completed Sponsor Post-Travel Disclosure Form;
 - b. ☒ the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and Grantmaking or Non-Grantmaking Sponsor Forms;
 - c. ☒ page 2 of the completed Traveler Form submitted by the employee; and
 - d. ☒ the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda. (Signify that statement is true by checking box): ☒
b. If not, explain: _____

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF TRAVELER: [Signature]

DATE: 2/15/17

I authorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel Disclosure form were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER: ROKHANA

DATE: 2-15-17

SIGNATURE OF SUPERVISING MEMBER: [Signature]

U.S. House of Representatives
Committee on Ethics

SPONSOR POST-TRAVEL DISCLOSURE FORM

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. ***A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within 10 days of their return.*** You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Sponsor(s) (who paid for the trip): Progressive Congress
2. Travel Destination(s): Radisson Hotel, 101 W Fayette St, Baltimore, MD, 21201
3. Date of Departure: Friday, February 3, 2017 Date of Return: Sunday, February 5, 2017
4. Name(s) of Traveler(s): Elizabeth Bartolomeo
(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)
5. **Actual amount** of expenses paid on behalf of, or reimbursed to, each individual named in response to Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Other Expenses (dollar amount per item and description)
Traveler	\$0.00	\$115.00	\$93.46	N/A
Accompanying Relative	N/A	N/A	N/A	N/A

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. (Signify statement is true by checking box): ☒

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name: Daniel Parkhurst

Title: Deputy Director

Organization: Progressive Congress

I am an officer of the above-named organization (signify statement is true by checking box): ☒

Address: 1900 L St NW Suite 900, Washington, DC 20036

Telephone number: (802) 455-8231

Email Address: daniel@progressivecongress.org

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at (202) 225-7103.

U.S. House of Representatives
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: Elizabeth Bartolomeo
2. Sponsor(s) (who will be paying for the trip): Progressive Congress
3. Travel destination(s): Baltimore, MD
4. a. Date of departure 02/03/17 Date of return: 02/05/17
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No
If yes, dates at personal expense: _____
5. a. Will you be accompanied by a relative at the sponsor's expense? ☐ Yes ☒ No
b. If yes:
(1) Name of accompanying relative: _____
(2) Relationship to traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
(3) Accompanying relative is at least 18 years of age: ☐ Yes ☐ No
6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)? ☐ Yes ☒ No
b. If yes, explain why the second night of lodging is warranted:

7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: ☒ Yes ☐ No
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.
As communications director + sr. adviser to Rep Khanna, attending this event will provide greater insight on the issues he will be voting on + speaking to constituents about thru the media + online.
9. Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip? ☐ Yes ☒ No

10. FOR STAFF TRAVELERS:

TO BE COMPLETED BY YOUR EMPLOYING MEMBER:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: 1/13/17

[Signature]
Signature of Employing Member

(6)

U.S. House of Representatives
Committee on Ethics

PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee Web site (ethics.house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Sponsor (who will be paying for the trip): Progressive Congress
2. I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent (signify that the statement is true by checking box): ☒
3. Check only one: I represent that:
 - a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip ☒ or
 - b. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds ☐ or
 - c. the primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities. ☐If "c" is checked, list the names of the additional sponsors: _____
4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):
Please see attached list of invited Members and their staff.
5. Is travel being offered to an accompanying relative of the House invitee(s)? ☐ Yes ☒ No
6. Date of departure: Feb 3, 2017 Date of return: Feb 5, 2017
7. a. City of departure: Washington, DC (Union Station)
b. Destination(s): Radisson Hotel, 101 W Fayette St, Baltimore, MD 21201
c. City of return: Washington, DC (Union Station)
8. I represent that (check one of the following):
 - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ or
 - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☒ or
 - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
9. Check one of the following:
 - a. I checked 8(a) or (b) above: ☒
 - b. I checked 8(c) above but am not offering any lodging: ☐
 - c. I checked 8(c) above and am offering lodging and meals for one night: ☐ or
 - d. I checked 8(c) above and am offering lodging and meals for two nights: ☐If "d" is checked, explain why the second night of lodging is warranted: _____

10. Attached is a detailed agenda of the activities the House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees) (indicate agenda is attached by checking box): ☒
11. Check one:
- I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (signify that the statement is true by checking box): ☒ or
 - N/A – trip sponsor is a U.S. institution of higher education. ☐
12. For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:
- The mission of Progressive Congress is to connect Congress with the ideas and
- resources of the wider progressive movement. The annual Summit is one of the central
- methods by which we follow this mission.
- Progressive Congress is the sole organizer of this trip.
-
13. Answer parts a and b. Answer part c if necessary.
- Mode of travel: Air ☐ Rail ☒ Bus ☒ Car ☐ Other ☐ (Specify: _____)
 - Class of travel: Coach ☒ Business ☐ First ☐ Charter ☐ Other ☐ (Specify: _____)
 - If travel will be first class or by chartered or private aircraft, explain why such travel is warranted:
-
14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (signify that the statement is true by checking box): ☒
15. I represent that either (check one of the following):
- The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ or
 - The trip involves events that are arranged specifically *with regard* to congressional participation: ☒
- If "b" is checked:
- Detail the cost per day of meals (approximate cost may be provided): _____
Approx. \$69/day
 - Provide reason for selecting the location of the event or trip: _____
Baltimore is centrally located to many people planning to attend. In addition,
the city is easily accesible via train and car by Members of Congress and others.
-
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel name: Radisson Inner Harbor City: Baltimore Cost per night: \$120
- Reason(s) for selecting: Hotel is Central to the City and able to accomodate our conference.
- Hotel name: _____ City: _____ Cost per night: _____
- Reason(s) for selecting: _____
- Hotel name: _____ City: _____ Cost per night: _____
- Reason(s) for selecting: _____

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. (signify that the statement is true by checking box): ☒

18. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
<input checked="" type="checkbox"/> good faith estimates			
For each Member, Officer, or employee	\$60 round trip	\$240 for two days	\$140 for two days
For each accompanying relative			

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	N/A	N/A
For each accompanying relative		


NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

19. Check one:

- a. I certify that I am an officer of the organization listed below. ☒ or
b. N/A – sponsor is an individual or a U.S. institution of higher education. ☐

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☒

21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: 

Daniel Parkhurst

Name:

Deputy Director

Title:

Progressive Congress

Organization:

Address: 1900 L St NW Suite 900, Washington, DC 20036

Telephone number: (802) 455-8231

Email address: daniel@progressivecongress.org

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics
U.S. House of Representatives
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)

(d)

U.S. House of Representatives

COMMITTEE ON ETHICS

Washington, DC 20515

February 2, 2017

Ms. Elizabeth Bartolomeo
Office of the Honorable Ro Khanna
513 Cannon House Building
Washington, DC 20515

Dear Ms. Bartolomeo:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Baltimore, Maryland, scheduled for February 3 to 5, 2017, sponsored by Progressive Congress.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$390 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,



Susan W. Brooks
Chairwoman



Theodore E. Deutch
Ranking Member

SWB/TED:re

2017 Strategy Summit



Strategy Summit Draft Agenda

Saturday, February 4, 2017

8:00 AM to	Solidarity Breakfast
8:30 AM	
8:30 AM to	Media in the Era of Trump
9:00 AM	Break: 5 minutes
9:05 AM to	Gender, Immigrants, Millennials, and Political Change: Implications for Washington
10:30 AM	Transition Break: 20 minutes
10:50 AM to	Sustainable Economy: Transitioning from a Carbon Economy to a Sustainable Economy – Trade, Infrastructure
12:20 PM	
12:30 PM to	Luncheon
1:30 PM	Moving the Dial and Building Resistance
	Transition Break: 20 minutes
1:50 PM to	Income Inequality, Racial Wealth Gaps, and Social Reform
3:20 PM	Transition Break: 10 minutes
3:40 PM to	Open Dialogue: Building a Progressive Firewall
4:30 PM	
4:30 PM to	Afternoon Break
6:00 PM	
6:00 PM to	25th Anniversary Reception
7:00 PM	
7:00 PM to	Dinner: Celebrating 25 Years of the CPC
9:00 PM	Keynote Presentation
	Awards

Sunday, February 5, 2017

8:30 AM to	Breakfast Roundtable Discussion
9:30 AM	The Limits of Globalization: The Movement of Labor, Finance, and Terror Break: 5 minutes
9:35 AM to	The First 100 Days of the 155th Congress: A Progressive Manifesto
11:00 AM	Break: 5 minutes
11:05 AM to	Money and Politics: Addressing Political Corruption
12:30 PM	
12:35 PM to	Luncheon & Summit Wrap Up: The Challenges Ahead
1:35 PM	

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CAPUANO, MICHAEL	Robert Primus	Samuel Rodarte	Samuel Rodarte	Alison Mills
CARSON, ANDRE	Kim Rudolph	Nathan Bennett	Erica Powell	Jessica Gail
CARTWRIGHT, MATT		Jeremy Marcus Samuel Nagatu	Kate Huffman	
CHU, JUDY	Linda Shim	Sonali Desai	Sonali Desai	Ben Suarato Alton Wang
CICILLINE, DAVID	Peter Karafotas	Sarah Trister Matthew McGinn	Sarah Trister Matthew McGinn	Richard Luchette
CLARK, KATHERINE	Brooke Scannell	David Bond	David Bond	Justin Unga
CLARKE, YVETTE	Wendy Anderson	Ask Ofosu	Bridgette DeHart	Bridgette DeHart
CLAY, WILLIAM LACY	Yvette Cravins	Pauline Jamry	Yvette Cravins	Steven Engelhardt
COHEN, STEVE	Marilyn Dillhay	Matthew Weisman	Matthew Weisman	Ben Garmisa
CONYERS, JOHN	Raymond Plowden	Daniel Hervig Erik Sperling	Daniel Hervig Erik Sperling	Shadawn Reddick-Smith
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DOGGETT, LLOYD				
EDWARDS, DONNA	Adrienne Christian	Chris Schloesser	Anne Nelson	Dan Weber
ELLISON, KEITH	Kari Moe	Carol Wayman	Maria Lavadiere Abby Schanfield Briana Marticorena	Brett Morrow Isaiah Kirshner-Breen
FRANKEL, LOIS	James Cho	James Cho	Kelsey Moran	Rachel Huxley-Cohen
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GALLEGO, RUBEN	David Montes	Matt Lee	Xenia Ruiz	Christina Carr
GRIJALVA, RAUL	Amy Emerick	Kelsey Mishkin	Cristina Villa Michael Darner Bertha Guerrero Adam Sarvana Ysenia Chavez	Dan Lindner
GUTIERREZ, LUIS	Susan Collins	Annerose Muncher	Adrienne Castro	Douglas Rivlin
HUFFMAN, JARED	Ben Miller	Logan Ferree	Logan Ferree	Alexa Shaffer
JACKSON LEE, SHEILA	Glenn Rushing	Gregory Barry	Lillie Coney	Mike McQuerry
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MOORE, GWEN	Minh Ta	Sean Gard	Izmira Aitch	Eric Harris
NADLER, JERROLD	Amy Rutkin	Lisette Morton	Melissa Connolly	Daniel Schawrz
NAPOLITANO, GRACE	Daniel Chao	Joe Sheehy	Jerry O'Donnell	Jerry O'Donnell
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BLUNT ROCHESTER, LISA				
DEMINGS, VAL				
RASKIN, JAMIE				
KIHUEN, RUBEN				
GONZALEZ, VICENTE				
JAYAPAL, PRAMILA				
EVANS, DWIGHT				
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EQUALITY CAUCUS, EXEC DIRECTOR			Roddy Flynn	
CHC, EXEC DIRECTOR				
CBC, EXEC DIRECTOR				

PROGRESSIVE CONGRESS STRATEGY SUMMIT

Dear Colleague,

We are pleased to officially invite you to Progressive Congress's sixth annual Strategy Summit to be held February 4-5, 2017 in Baltimore, MD.

The timing for this year's Strategy Summit feels particularly central to how we respond collectively as progressives. This is our opportunity to gather in thoughtful dialogue with Members of Congress, their senior staff, and with each other to build new lines of inquiry and straightforward policies that maintain and elevate the values that our nation was formed on: a vibrant democracy that respects every person's right to vote; an economy that works for all not just the few, a national 21st century infrastructure that builds resiliency to withstand the significant impacts of climate change; and the promotion of peace and global security. Please join us as we stand together in solidarity, strengthening our existing partnerships and building new ones.

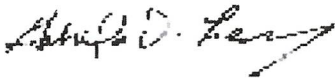
The issues are complicated and interconnected requiring clarity of thought and courage of conviction. Much is at stake and we are in a critical moment both domestically and globally.

As we enter 2017, we have the opportunity to define the role that progressive politics will play in our national policy debates. Today, we bear witness to discord bred by fear and anger targeting those who need our support the most, whether a refugee from war-torn Syria or an inner city child trying to catch a break in a systemic cycle of discontent. That is why we must stand together in unified support of the common-sense and welcoming traditions upon which this country was founded to restore public confidence in government.

It is our responsibility to keep the light of democracy and liberty shining bright.

Your participation in this Summit will help define how we manage the big decisions that lie ahead. We hope you'll join us in leading this fight for a better future for all of us not only as Progressives, but as a nation.

Please contact Deputy Director Daniel Parkhurst, if you have any questions. He can be reached via email at dparkhurst@progressivecongress.org.



In solidarity,

Gabriela D. Lemus, President

Progressive Congress

TRAVEL:

Travel will be provided to Members of Congress and up to one staff per office via Amtrak from Washington, DC to Baltimore, MD and back. Additional travel logistics and details will be provided to offices upon their RSVP.

Ver 170104-02

Travel Logistics

Travel will be conducted Friday February 3, 2017 from Washington, DC to the Radisson Hotel in Downtown Baltimore and back to Washington, DC on Sunday February 5, 2016 shortly after the conclusion of the Summit. Travel will be conducted via Amtrak and then bus. The breakdown of travel logistics will be as follows:



Good Faith Estimates have been provided for this travel schedule based upon standard rates and from similar travel arrangements from previous years.

Travel has not been explicitly included in the Agenda below, but the overview of dates of departure and return is being included here.

Travel will be provided specifically between Union Station and the Radisson Hotel, 101 W Fayette St, Baltimore, MD 21201 and back again.

Departing:

February 3, 2016 Evening

Union Station, Washington, DC to Radisson Hotel, Baltimore, MD

Returning:

February 5, 2016 Shortly after conclusion of the Summit

Radisson Hotel, Baltimore, MD to Union
Station, Washington, DC

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